

Emergency Telephone Service Committee
Policy Subcommittee Meeting
March 31, 2008

Minutes

1. Call to Order.

The Policy Subcommittee meeting of the ETSC was called to order by telephone conference call at 2:00 p.m. by Dale Berry, Chair. Those in attendance were Dale Berry, Marsha Bianconi, James Fyvie and John Hunt. Also in attendance was State 9-1-1 Coordinator Harriet Miller-Brown.

2. Call to the Public.

There were no issues raised by the public.

3. Approval of Minutes.

It was MOVED by FYVIE supported by BIANCONI to approve the minutes of the February 28, 2007 meeting. The minutes were unanimously approved.

4. Video and Telephone Conferencing of Meetings.

Harriet Miller-Brown asked for guidance from the Policy Subcommittee on the use of video conferencing for ETSC meetings. The State 9-1-1 Office has received requests from other areas of the state for access to video conferencing. Concerns were raised by Subcommittee members about the cost of participation, the technical requirements of the connection(s), and the effect on the quality of meeting participation if video conferencing were expanded. There is no money budgeted for additional sites and state staff is not generally available to test the connection with multiple sites. Up to now, the State 9-1-1 Office has been arranging for video conferencing for one site in the Upper Peninsula. That site is sometimes available at no cost and it is less expensive than paying the travel and lodging expenses of ETSC members from that region. There are few technical issues involved with the U.P. site.

The subcommittee agreed that we should continue to allow up to one video conferencing site from the Upper Peninsula for ETSC meetings, as long as any failure in the connection does not require cancellation of the meeting. The committee recommends that other sites not be allowed at this time due to lack of funds and technical expertise in setting up multiple connections.

Telephone conferencing of ETSC meetings may be used in the future at the discretion of the Chair, due to special meetings with minimal agenda items, inclement weather, or where short notice makes on-site attendance difficult.

For Subcommittee and workgroup meetings, telephone conferencing may be used at the discretion of the Chair, as long as the number of attendees and the complexity of the agenda makes such a meeting practical. Video conferencing will not be made available.

Dale will draft language for our Bylaws reflecting these recommendations for review at our next meeting.

5. Reporting of Subcommittee minutes.

The Subcommittee discussed Section 7f of the current Bylaws which require subcommittee chairs to forward meeting minutes to the ETSC no later than 14 business days prior to the next meeting. Harriet pointed out that this is often impractical because subcommittee meetings are held after this deadline but before the ETSC meets.

Marsha Bianconi expressed an interest in having subcommittee minutes distributed in advance of ETSC meetings so that participants can consider all of the information being presented. However, it was pointed out that the Bylaws do not require a subcommittee to produce minutes in advance of bringing an action item to the ETSC for consideration.

The Subcommittee agreed that 7f should be relaxed from 14 to five days, and that language should be added which would allow a subcommittee chair to give notice to the Chair of the ETSC if the minutes will be delayed.

Dale will draft language for our Bylaws reflecting these recommendations for review at our next meeting.

6. Ethics and Standards of Conduct.

The Subcommittee discussed ongoing concerns about possible conflicts of interest at the ETSC and whether we should make enhancements to the Bylaws to better inform our members of their obligations. Jim Fyvie and Harriet reported on a discussion that they had with ETSC Chair Dale Gribler and Ms. Christian Smith from the state Attorney General's office. Ms. Smith explained that the ETSC is guided by the Conflict of Interest Act of 1996.

The Subcommittee agreed that we should provide guidance to our members on conflict of interest through our Bylaws, but also agreed that we should generally not duplicate specific language which is already incorporated into the Act. It is the desire of the Subcommittee to add the following provisions into a new section the ETSC Bylaws:

- Language which incorporates the Conflict of Interest Act of 1996 as amended into our Bylaws.

- Language which advises members or subcommittee members to promptly disclose financial or personal interest to the chair of the ETSC or the subcommittee.
- Language which requires the ETSC to distribute copies of the Conflict of Interest Act of 1996 annually to its members and subcommittee members for their review.

Harriet will check with Ms. Smith to make sure that the Conflict of Interest Act of 1996 is the only act that is applicable to the ETSC. Dale will draft language for our Bylaws reflecting these recommendations for review at our next meeting.

7. Next Meeting.

The next meeting of the ETSC Policy Subcommittee will be held by telephone conference call on Friday, April 11, 2008 at 3:00 p.m.

8. Adjournment.

It was MOVED by HUNT, supported by FYVIE to adjourn the meeting. The motion was unanimously approved. The meeting was adjourned at 2:50 p.m.

Respectfully submitted,

Dale J. Berry
Chair